



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

July 5, 2017

Dear Prospective Training Coordinators,

The Department of Licensing and Regulatory Affairs, Bureau of Fire Services will be accepting applications from persons interested in becoming a contract Training Coordinator (TC) for the Fire Fighter Training Division (FFTD). This application process is to establish an eligibility list from which to choose future TCs should positions become available. A TC is a contract employee with the State of Michigan, hired to administer Fire Fighter I and II, Fire Instructor examinations and provide instructor/class evaluations.

In order for the Training Coordinator to perform his/her job, they must have a strong understanding of the topics being tested/evaluated. In addition, the Training Coordinator applicant must:

- Have ten years of fire service experience.
- Be certified at the Fire Fighter II level.
- Currently be certified as a Michigan Fire Fighters Training Council Instructor I. **Note:** Those registered only as a department Training Officer shall not be deemed to meet this certification requirement.
- Have and maintain an internet connection and email address.
- Possess and maintain a valid driver's license.
- Be flexible in their availability to perform the duties of a TC.
- Agree to follow all FFTD procedures and policies.

Waiver of requirements may be granted on a case by case basis. The State Fire Marshal will determine if a waiver should be authorized and shall document why the waiver was granted.

The FFTD will be conducting interviews to establish the eligibility list. A 30 minute presentation (topic to be announced) along with a question and answer period will be used to select the TCs. The interviews will be held late August of 2017. To apply submit your resume, and detail your qualifications to your Regional Coordinator.

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Thanks for your interest in becoming a Training Coordinator.

Sincerely,

Kevin J. Sehlmeier
State Fire Marshal/Director
Bureau of Fire Services